



## **POSITION DESCRIPTION**

### **FOR U.S. CITIZEN VOLUNTEER INTERNSHIPS IN AUSTRIA**

#### **Duties**

General support of the market research and business facilitation services provided by the Embassy's U.S. Commercial Service to U.S. companies and Austrian companies. Depending upon the intern's capability and interest, as well as the duration, timing, and location of the internship, the intern's responsibilities will vary and may include some or all of the following duties:

- Assist the commercial staff with routine business inquiries by phone, fax, email and internet.
- Assist commercial staff with market research and reporting.
- Assist commercial staff with pending projects such as trade fair recruitment, the organization of technical seminars, company promotion, matchmaking services, training activities, and electronic and printed publications.
- Assist commercial staff with administrative duties, in particular, projects related to the maintenance of electronic client databases, document management, and filing.

#### **Skill Requirements**

- Advanced proficiency in reading, writing and speaking the German and English languages.
- Computer literacy, including MS Word, Excel, Powerpoint and Internet. Additional advanced knowledge, i.e. graphics, publishing, etc. is desirable.

#### **Conditions**

- The intern is required to obtain health/accident insurance as well as the appropriate visa to participate in the volunteer service program in Austria.
- The service is uncompensated, and the intern is not entitled to leave, retirement, health benefits, travel compensation, subsistence allowance, quarters, or any other reimbursements or payments in kind. Furnished housing may be available at some posts.
- U.S. Government security clearance is required. The process may take up to 90 days after submission of the application, and it will require an interview with an RSO investigator.
- After a four week trial period the intern and his/her supervisor will assess the progress of the internship. At this point the internship may be terminated by either side.
- By signing the Volunteer Service Agreement, the volunteer intern acknowledges that he/she has read, understood, and accepted above position description as part of the Volunteer Service Agreement below.



## **VOLUNTEER SERVICE AGREEMENT FOR U.S. CITIZEN VOLUNTEER INTERNSHIPS IN AUSTRIA**

This agreement is between the U.S. Department of Commerce, U.S. Commercial Service in Austria, hereinafter called the agency and (Name of School) \_\_\_\_\_, hereinafter called the School.

\_\_\_\_\_  
(Name of Volunteer Intern)

Expected period of volunteer internship is

from \_\_\_\_\_ to \_\_\_\_\_, 40 hours / week

### **The terms of the agreement are as follows:**

1. The intern is enrolled not less than half time at an accredited school, is recommended by the School, and is acceptable to the Agency.
2. The intern has been selected without regard to consideration of race, color, national origin, religion, sex, marital status, or handicap condition.
3. The intern service is to be uncompensated and will not be used to displace any employee or to staff a position which is a normal part of the agency's workforce.
4. The intern's work assignment shall be in the public interest and to the maximum extent possible, shall provide an appropriate educational experience for the intern.
5. The intern shall not be considered a federal employee.
6. The intern is not entitled to benefits, i.e. leave, retirement, health benefits, travel compensation, subsistence allowance quarters, and any other reimbursement or payment in kind.
7. The agency will establish an Official Personnel Folder for the intern and will include notifications of Personnel Action and other documentation of the assignment as specified by the U.S. Office of Personnel Management.
8. The school will notify the agency contact, Darlene Williams, tel: (202) 482-4702, fax: (202) 482-1629, email: Darlene.Williams@mail.doc.gov, if the intern terminates his/her enrollment at the school during the period of volunteer service or if the intern will have more than five months between school years.
9. Evaluations or reports of the intern's performance will be provided to the School if requested, subject to regulations governing (a) the protection of privacy in personal records, and (b) the availability and disclosure of official information.
10. Either party may affect termination of the agreement at the ending of the four week trial period of the volunteer assignment with written notice to the other party.

**The intern agrees to:**

- obtain the appropriate visa required to serve as an intern at the U.S. Commercial Service in Austria,
- obtain full insurance coverage for accidents and health problems that could occur during official as well as leisure activities in Austria,
- waive any and all claims for compensation from the Government of the United States for any service performed,
- accept accountability for loss or damage to Government property caused by his/her negligence or willful action,
- ensure that his/her activities on the premises will at all times conform to the standards of conduct of the appointing office in which he/she shall work, and
- immediately provide written notice to both the agency and his/her school if he/she wishes to decline this assignment at any time after he/she has signed this agreement.

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(Signature of Intern)

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(Date)

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(Signature of School Official/Title)

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(Date)

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(Signature of U.S. Commercial Service Official/Title)

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(Date)

This agreement is dependent upon the U.S. Commercial Service receiving security certification from the Regional Security Office for the intern to work or stay on United States Government premises. Interns will not be allowed to work before the clearance process is complete.